



# State of Nevada

## *IT Project Oversight Committee (ITPOC)*

### Standard

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#### **1.0 PURPOSE**

To establish a streamlined procedure for tracking the cost and schedule status of information technology (IT) projects in the state of Nevada.

#### **2.0 SCOPE**

This applies to all Nevada state executive branch organizations receiving, expending or disbursing state funds.

Specifically those state organizations as defined in Section 8.0, which are undertaking:

- Major IT projects and investments with a total cost of \$500,000 or more, including the cost of state employee time;
- Additional requests for funding for existing IT projects that now cause the project to have a total cost of \$500,000 or more; and/or
- IT projects and investments that are critical in nature or have major impact on a state organization.

#### **3.0 EFFECTIVE DATES**

The requirements of this procedure are effective 90 days after sign-off by the Governor or his designee.

#### **4.0 RESPONSIBILITIES**

The Information Technology Project Oversight committee (ITPOC) is responsible for providing oversight to those projects as described in Section 2.0.

Heads of all Nevada state executive branch organizations are responsible for providing the required IT project information to the ITPOC for their organization's compliance with the requirements of this standard.

The IT project manager has the basic responsibility for complying with the standard. If the IT project manager is not a state employee, then a state employee must be assigned to provide oversight to this non-state IT project manager and ensure compliance with this standard.



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#### 5.0 RELATED DOCUMENTS

[http://gitoc.nevada.gov/document\\_index.htm](http://gitoc.nevada.gov/document_index.htm) - Project

Policy 9.02(A) IT Project Oversight  
Policy 9.04(A) Project Management  
Policy 9.05(A) Project Planning  
Policy 9.06(A) Risk Management  
Policy 9.07(A) Project Tracking  
Policy 9.08(A) Requirements Management  
Policy 9.09(A) Configuration Management  
Policy 9.10(A) Project Closeout  
Standard 9.11(A) Risk Assessment and Management Report  
9F01\_Form\_CSPEC  
9F02\_Guide\_CSPEC  
F903\_Form\_Risk Assessment Questionnaire  
F904\_Form\_Risk Management Worksheet  
F906\_Form\_Interim Project Review (IPR)

#### 6.0 STANDARD

All IT project managers are required to complete either the attached Cost/Schedule Performance Evaluation Criteria (CSPEC) project status form or the Interim Project Review (IPR) form monthly, and submit it to the IT Project Oversight Committee (ITPOC) for review.

The ITPOC is responsible for reviewing the cost and schedule performance of all IT projects as defined in Section 2.0 on a monthly basis. If any IT project is judged to be at serious risk for either excess cost or delay, the Governor or his designee shall be notified.

If an IT project is judged to be at serious risk for either excess cost or delay, the IT project manager must present a corrective action plan to ITPOC within 30 days.

#### 7.0 EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information Officer (CIO).

#### 8.0 DEFINITIONS

- 8.1 State Organization: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions
- 8.2 Information Technology Project: a project for a major computer, telecommunications or other information technology improvement with an estimated cumulative cost of \$500,000 or more and



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includes any such project that has proposed expenditures for: (1) new or replacement equipment or software; (2) upgrade improvements to existing equipment and any computer systems, programs, or software upgrades therefore; or (3) data or consulting or other professional services for such a project.

- 8.3 Qualified Project Manager: An individual who has at least five-years experience in all aspects of IT project management. Must have proven experience with managing large, complex IT projects to acceptable completion.

Approved By		
Title	Signature	Date
ITPOC Committee Chair	Signature on File	01/11/2002
NV IT Operations Committee Chair	Signature on File	01/11/2002
Governor/Governor's Representative	Signature on File	

Document History		
Revision	Date	Change
9.03(A)	1/11/02	Initial release.